DEFINITION OF ROICC METRICS: Invoice Processing Time

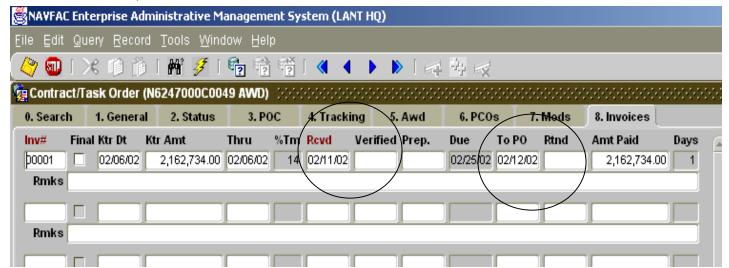
This metric monitors the timeline for ROICCs to process invoices during construction. The time is measured from the time the invoice is received by the ROICC office until the invoice is forwarded to the paying office. The PMAP group has set standard for this measurement as 3-5 calendar days. The data for this metric is derived from NEAMIS. The details for measurement of the time is as follows:

- The date a properly certified invoice is received by the ROICC office is loaded into the proper NEAMIS block.
- The date the invoice is approved and processed and is forwarded to the appropriate invoice paying office should be loaded into the proper block in NEAMIS. If the invoice is not processed for any reason and returned to the contractor, this date should be loaded into NEAMIS in the proper block.
- The Acquisition group, normally the Procurement Tech or the Contract Specialist, will load this information into NEIMIS real time.
- See attached input screen from NEAMIS for the input locations.
- Under the reports TAB in NEAMIS, the report can be generated by the ROICC office and the bottom line average invoice processing time for that quarter provided to CI51 via email.
- The web site for NEAMIS is http://efdlantit.efdlant.navfac.navy.mil. You then click on NEIMIS 2i WEB.
- The short cut to this web page is http://neamis.efdlant.navfac.navy.mil/.
- The first time you use this web site you will be required to install the JInitiator.

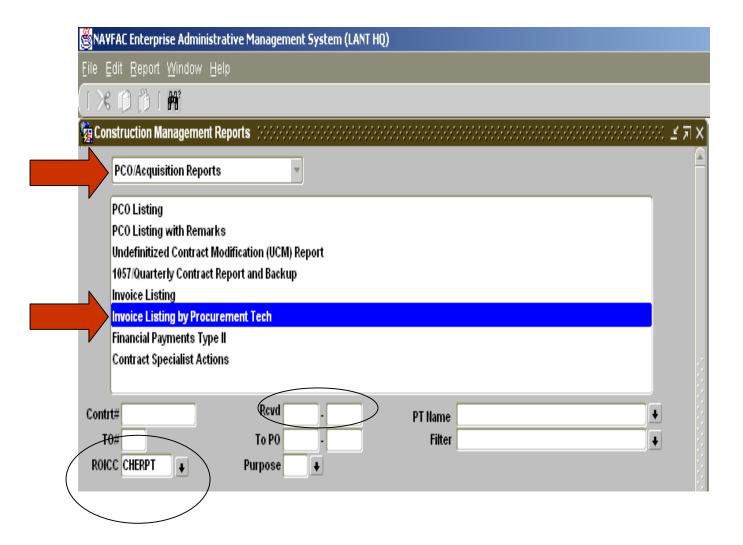
NEAMIS 2i LARS
Connection Instructi

Instructions on how to do this are attached in this word document. Connection Instruction

- After you install the JInitiator, you will be prompted to enter your user ID and password on the Login screen. These are the same as for your computer.
- On the Main Menu screen, click on the Data Entry tab.
- Click on the Construction Contract Management tab.
- Find the contract and the invoice number for which you are entering data.
- Click on Tab 8 for Invoice information. The blocks that are required to be filled out for this metric are called "Rcvd" and "To PO". If the invoice is returned or not paid for any reason, the block titled "Rtnd" must be filled in.



- Choose the dates for the particular quarter you are reporting by entering the beginning and end dates of the quarter in the "Rcvd" block.
- Click on the "Retrieve (binoculars) button and wait for the report to appear on your screen.
- You can print the report by using the File, Print drop down menu.
- Scroll down to the bottom of the report to view the average processing time for that quarter.



Contr/TO#	Inv# Fnl Ktr Dt	Ktr Amt Thru	ı %Tm	Rcvd	Verified	Prep.	Due	To PO	Returned	Amt Paid	Days	Rmks
N6247099D3570	00021	0.00		01/25/02			02/24/02	01/25/02		21,601.00	0	
N6247099D3906	00019	0.00		01/30/02			03/01/02	01/31/02		8,943.00	1	
N6247099M6277	00028	0.00	77	01/08/02	01/09/02	01/09/02	02/07/02	01/09/02		1,944.00	1	
N6247099M6277	00029	0.00	79	02/07/02	02/07/02	02/07/02	03/09/02	02/07/02		1,944.00	0	
N6247099M6355	00025	0.00	114	01/08/02	01/09/02	01/09/02	02/07/02	01/09/02		2,656.80	1	
N6247099M6355	00026	0.00	118	02/05/02	02/05/02	02/05/02	03/07/02	02/05/06		2,933.55	1461	
PT - ?		Count 133		Days 1,650		Avg 12.41						
Grand Total		Count 218		Days 1	,838	Avg	g 8.43)			
Report Criteria												

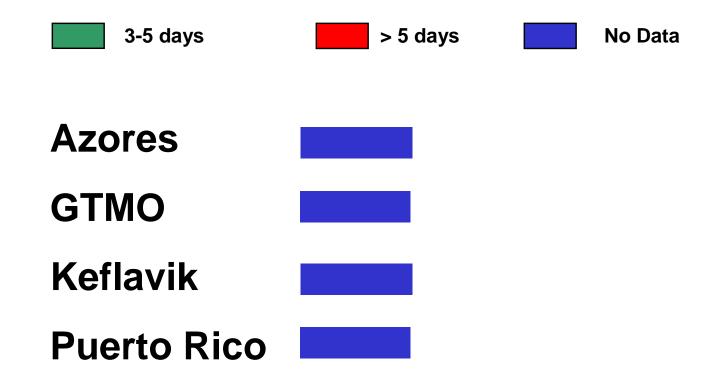
ROICC: CHERPT

Invoice Received: 01/01/02 - 02/21/02

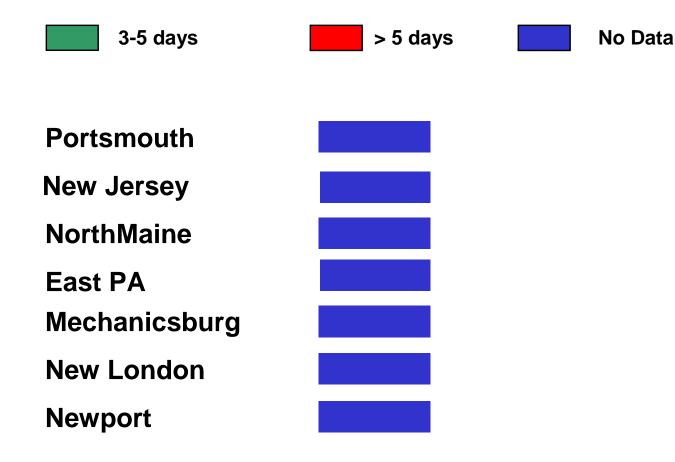
Invoice Processing Time – LANT HQ OPS



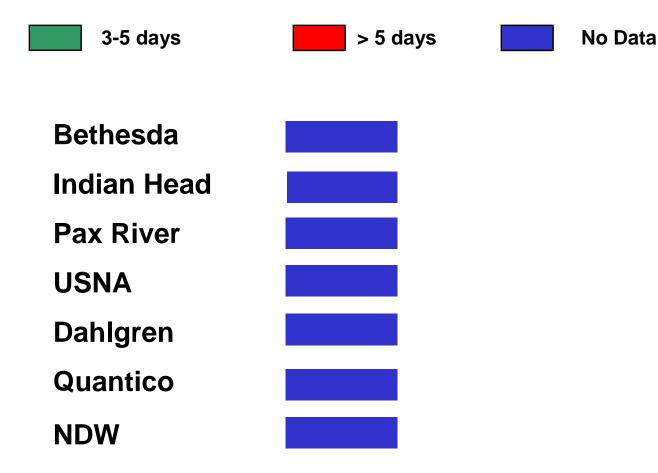
Invoice Processing Time – LANTDIV HQ OPS OVERSEAS



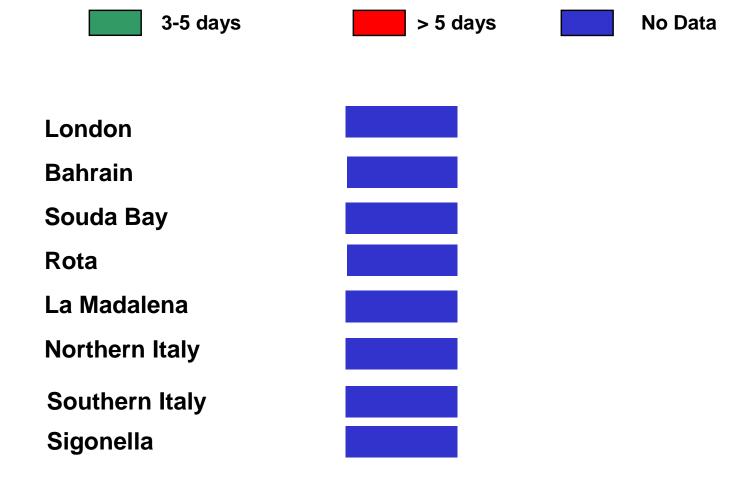
Invoice Processing Time – EFA NORTHEAST



Invoice Processing Time – EFA CHES



Invoice Processing Time – EFA MED OPS



EFA MED OPS

Invoice Processing Time – OICC NAPLES



3-5 days



> 5 days



No Data

OICC NAPLES

